

PSG Area Partnership

MINUTES

Meeting of the Preston Seton Gosford Area Partnership,

4th June 2014, 7-9pm

Pennypit Centre, Prestonpans

Interim Chair:

Ray Montgomery, Head of Infrastructure, East Lothian Council (RM)

Members (and substitute members) Present

Cllr Margaret Libberton, Elected member, East Lothian Council (ML)

Cllr Peter MacKenzie, Elected member, East Lothian Council (PM)

Cllr Steven Brown, Elected member, East Lothian Council (SB)

Cllr Willie Innes, Elected member, East Lothian Council (WI)

Bryan Hickman, Cockenzie and Port Seton Community Council (BH)

Karen Caldwell, Cockenzie and Port Seton Community Council (KC)

Zoe Inglis, Prestonpans Community Council (ZI)

Jimmy Yule, Prestonpans Community Council (JY)

Aaron Doidge, Preston Lodge High School Pupil Council (AD)

Jenny Gibson, Preston Lodge High School Pupil Council (JG)

Isobel Robertson, Cockenzie West TRA (IR)

Jim Melvin, Cockenzie West TRA (JM)

Others Present

Lynne Lewis, Preston Lodge High School Parent Council (LL)

Philippa Barber, Longniddry Community Council (PB)

Ian Patterson, Prestonpans Community Sports Hub (IP)

Bengy Barsanti, Development Officer, Community Sports Hubs (BB)

Laura Manson, Prestonpans Infants School Parent Council (LM)

Gillian Neilson, Prestonpans Infants School Parent Council (GN)

Sheila Chambers, Cockenzie and Port Seton Community Council (SC)

Helen Harper, Community Development Officer, East Lothian Council (HH)

Kaela Scott, Local Community Planning Officer, East Lothian Council (KS)

Paolo Vestri, Service Manager Corporate Policy and Improvement, East Lothian Council (PV)

Apologies

Iain Stewart, Longniddry Community Council

Janice Finney, Longniddry Community Council

PSG Area Partnership

Meeting 4th June 2014

Agenda Item	Key discussion points	Action
<p>1. Welcome</p>	<p>R M opened the inaugural meeting of the Area Partnership and welcomed everyone to the meeting. He explained that his role as interim chair was to help establish the partnership and that it was expected that members would appoint a community chair within the first year.</p>	
<p>2. Introductions</p>	<p>Everyone round the table introduced themselves and the group they represented.</p>	
<p>3. Role & Remit and Way of Working for the Area Partnership</p>	<p>PV briefly presented key information from the Role & Remit of Area Partnerships paper (distributed prior to the meeting) and available at http://www.eastlothian.gov.uk/download/meetings/id/15511/backgound_papers</p> <p>He highlighted:</p> <ul style="list-style-type: none"> • The role of the partnership as a key focus for engagement • Expectations on members • Frequency of meetings, noting that at the start of the process, meetings were likely to be more frequent than the stated 4 times yearly <p>ML asked about the budgets available to Area partnerships and the process for bidding in for these funds. PV informed the group that there was funds allocated by the Council in the 2015/16 financial year and that these funds would be to implement the agreed actions in the Area Plans, rather than necessarily as grants to organisations involved.</p> <p>SC asked about the role of Area Partnerships duplicating the role of Community Council in relation to consultations on strategies etc. PV assured those present that Community Councils would still have their existing role as consultees for a range of Council and other strategies but that the Partnership would be the vehicle for providing a ward wide view as appropriate.</p> <p>DECISION The Role and Remit was adopted by the Area Partnership</p>	
<p>4. Code of Conduct</p>	<p>PV presented key points from the East Lothian Partnership Code of Conduct, explaining its origins and principals in the Ethical Standards in Public Life (Scotland) Act 2000. Distributed in advance and available at the link above.</p> <p>DECISION Following a brief discussion the Code of Conduct was adopted.</p>	

PSG Area Partnership

Meeting 4th June 2014

<p>5. Communication</p>	<p>a) <u>Between Partnership Members</u></p> <ul style="list-style-type: none"> • KS explained that where possible we would like to communicate with members via email – a time and cost effective method for us to do it. She acknowledge however that not all members may want to receive information this way and asked people to contact her individually at the end of the meeting if they would prefer to receive information by post. • Members were asked if their email addresses could be shared within the group (although it was acknowledged that there is then a risk that the email addresses will inadvertently enter the public domain). • Minutes and other papers will be emailed to members and also be publically available online at: http://www.eastlothian.gov.uk/meetings/committee/110/east_lothian_partnership-preston_seton_gosford_psg_area_partnership <p>b) <u>Feeding back to represented groups</u></p> <p>K Scott talked through the summary feedback form and explained it was devised as a tool to assist groups capture key points for feedback and response from their groups. Discussion followed and it was agreed that this should be useful for this purpose.</p>	<p>Action – all members who would prefer not to receive information by email to speak to KS</p> <p>Action – Members to contact KS in advance of the next meeting if they would prefer their email address not be shared or if there is alternate email address they would prefer to use.</p> <p>Action- KS to distribute form with the minutes</p>
<p>6. Wider membership</p> <p>Membership discussion paper attached as APPENDIX A</p>	<p>K Scott explained the principles for the fixed members and the wider membership highlighted in the paper:</p> <ul style="list-style-type: none"> - Re the <u>fixed members</u>, she asked members to confirm that the list of members were correct for their organisation. <p><u>Parent Council Representation</u> – still to be followed up and be confirmed in this area. Unfortunately the cancellation of the Association of Parent Council’s meeting last month disrupted the process of clarifying expectations and determining how they would be represented in the area. A cluster meeting of Parent Council representatives was called however only 3 parent councils were represented there</p> <ul style="list-style-type: none"> - Re <u>additional community groups for the Area Partnership</u>, this would be different in each area depending on local circumstances but the membership should be as diverse as possible with umbrella groups/networks where possible. 	<p>Action - All groups to check that their named members and substitutes are correct and notify any amendments APPENDIX B</p> <p>Action -Staff to follow up with local parent councils</p>

PSG Area Partnership

Meeting 4th June 2014

	<p>The two main ways to select additional members were highlighted in the paper as being: identification by this Partnership of key local groups or an open call for membership.</p> <p>Discussion then followed around extending membership and there was some debate as to whether wider membership was needed at this stage.</p> <p>PM expressed the view that between the groups/individuals already represented at the table there was a broad representation of interests across the area.</p> <p>ZI noted that the Community Centre Management Committees in each area could be a valuable source of input as the centres function as a hub for community activities.</p> <p>WI was concerned if there was an invite made to some groups others could be insulted at not being invited - but also that if an open call was made and too many came forward people would have to be turned down and this was not a good way to start the process.</p> <p>DECISION That the PSG Area partnership would not actively recruit further members at this point however existing members would be encouraged to ensure that other groups in the area are aware of the Partnership and its role and know that they can attend meetings if they are interested.</p> <p>BB questioned whether the Sports Hub, as already clearly interested and sitting at the table, could be invited to become a member.</p> <p>DECISION To acknowledge the Sports Hub's interest and co-opt them as a member of the partnership.</p>	<p>Action – ALL members to inform their wider networks regarding the Area Partnership</p>
<p>Area Plans</p> <p>Developing Area Plans paper attached as APPENDIX C</p>	<p>KS presented the paper on the process for creating an Area Plan for the Preston Seton Gosford Area. Key points from this were that the process would happen in 3 stages:</p> <ul style="list-style-type: none"> • Stage 1 - a review of what information was already available in the PSG ward such as existing research, action plans and statistical information from the community profiles. Copies of the Snapshot version of the PSG statistical profile were distributed to members and is available at http://www.eastlothian.gov.uk/downloads/file/7551/preston_seton_gosford_ward_by_numbers-snapshot_2013_v1 • Stage 2 - establish priorities and identify what actions would be needed to reach the outcomes. The plan for carrying out the community consultation would be decided locally. 	<p>Action – members to identify any relevant strategies, action plans or local research and inform staff ahead of the next meeting</p> <p>Action – printed copies of the full 'Preston Seton Gosford by</p>

PSG Area Partnership

Meeting 4th June 2014

	<ul style="list-style-type: none"> • Stage 3 – would be to finalise an area plan which would need further community consultation. The final plan would be approved by the Area Partnership and then by the Safe and Vibrant Communities Partnership. <p>There was some discussion around this process and what an Area Plan would look like. Staff agreed to provide links to other area plans but stressed that this was not an indication that we were planning to model East Lothian’s plans on a specific one of these.</p> <p>Links to Area Plans from other parts of Scotland: Midlothian - various: http://www.midlothian.gov.uk/info/200130/communities_and_community_planning/367/community_planning/10 Aberdeen – Culter, Cults, Bielside & Milltimber CP: http://www.communityplanningaberdeen.org.uk/web/FILES/NCAP/Culter%2C%20Cults%2C%20Bielside%20and%20Milltimber%20NCAP2010-11.pdf Dundee – Coldside CP Summary: http://www.dundeepartnership.co.uk/sites/default/files/Coldside%20LCP%20Summary%20-%20May%202012.pdf</p>	<p>numbers’ document to be distributed to members at the next meeting</p> <p>Action - Staff to provide links to Area Plans from other areas</p>
<p>Next Steps</p>	<p>RM summarised the actions for members and the next steps.</p> <p>Staff highlighted that the next meeting would largely take a workshop format and be an opportunity to look at key information and challenges for the area</p>	<p>All to note their actions and deadlines</p>
<p>Date of Next Meetings</p>	<p>Wednesday 2nd July 2014, 7-9pm</p> <ul style="list-style-type: none"> • <i>Members and substitutes are specifically invited to both attend this meeting as it will focus on identifying key issues etc for the area.</i> <p>Venue of next meeting: Port Seton Centre, South Seton Park, PORT SETON, EH32 OBG</p>	<p>RSVP apologies to: psg-ap@eastlothian.gov.uk</p>

Contact:

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APPENDIX A

Membership – Preston Seton Gosford Area Partnership

Discussion Paper for the meeting 4th June 2014

In addition to the fixed membership of the Partnership – Elected Members, Community Councils, TRA representatives and Parent Councils – it is planned that each partnership would also have around 6 community members representing other interests across the area.

The appointment of members for the Area Partnership should aim to:

- Represent the geographic diversity of the area;
- Ensure a balance between the different interest groups across an area;
- Provide opportunities for a diverse range of active groups to contribute;
- Ensure that the interests of equality groups are acknowledged.

At the Area Partnership Briefing there was some discussion regarding which other groups would be important to have represented on the partnership and it was agreed Preston Lodge Pupil Council should be invited. Any further decisions were deferred until this meeting.

Options for identifying the remaining community members for the 1st year of the Partnership

Option 1 – directly inviting key network / representative groups

Next Steps: to identify and directly invite active network / representative groups (eg. business associations, development trusts, thematic networks) and significant local groups to appoint a member and substitute to the Partnership.

Possible groups already mentioned in the area include:

- a. 3 Harbours Festival
- b. PSG Community Sports Hub
- c. Community Centre Management Committees

OR

Option 2 – open call for membership

Next Steps: to issue an invite to all local community groups across the area to nominate a member (and substitute) and identify what they could bring to the partnership.

- invitations could be issued via mail/email and/or through a community meeting.

The existing partnership members would then vote on the nominations received and appoint a further 5-7 members to the partnership for a 1 year period.

Whichever approach is chosen we hope to have the remaining members appointed by the 2nd meeting of the Partnership so that they can participate in discussions relating to themes and priorities from the outset.

APPENDIX B

Membership of the PSG Area Partnership – at 4th June 2014

Organisation	Member	Substitute
East Lothian Council	Cllr Steven Brown	n/a
	Cllr Margaret Libberton	n/a
	Cllr Willie Innes	n/a
	Cllr Peter MacKenzie	n/a
Cockenzie and Port Seton Community Council	Karen Caldwell	Elizabeth Clark
	Bryan Hickman	Pauline Torley
Longniddry Community Council	Iain Stewart	Janice Finney
	tbc	tbc
Prestonpans Community Council	Zoe Inglis	tbc
	Jimmy Yule	tbc
Tenants and Residents Associations	Isobel Robertson, Cockenzie West TRA	Jim Melvin, Cockenzie West TRA
	tbc, Presongrange and Cuthill Tenants and Residents Group	tbc, Presongrange and Cuthill Tenants and Residents Group
Preston Lodge High School Parent Council	tbc	tbc
Primary School Parent Councils (on a cluster basis)	tbc	tbc
	tbc	tbc
Preston Lodge High School Pupil Council	Aaron Doidge	tbc
	Jeni Gibson	tbc

APPENDIX C

Developing an Area Plan

An Area Plan should detail the outcomes which local people want to see happen in their local area. The outcomes in the area plan will be based on statistical data and local intelligence to establish priorities which will form an Action Plan. Once set, the actions within the plan will be delivered mainly by service providers.

The Area Plan will link to the East Lothian Plan: Single Outcome Agreement (SOA) 2013–23 and directly contribute to the priorities set out in the SOA.

The Process

1st Stage: Reviewing what we already know

- Review existing information – such as previous community plans (if they exist), past consultation findings, other relevant actions plans. I.e. Town Centre plans or Community Development plans
- Data analysis – of the community profiles, findings from other community based surveys/questionnaires,
- Identify what has been missed – where are the gaps in what we know?

Timescale: months 1 - 3

2nd Stage: Community consultation to establish priorities and identify actions needed

At this stage we want to narrow down the wide ranging information that we have gathered from the 1st stage of the process so that we have an up-to-date set of needs that the community can agree are priority areas.

- The exact plan for carrying out this consultation will be devised at a local level but will involve community engagement with a wide range of people, groups and organisations

Timescale: months 4 - 6

3rd Stage: Finalising the Area Plan

- Draft the Area Plan, detail the actions needed to achieve the outcomes.

Note that the outcomes and areas for action in the Area Plan will follow the themes within the East Lothian Plan (SOA) 2013 -23. I.e. “sustainable economy”, “Resilient people” and “safe and vibrant communities” as this allows for comprehensive reporting mechanisms between the over-arching East Lothian Plan and the Area Plans at a local level.

- Final consultation on the Area Plan
- Approval of the Area Plan by the Area Partnership and the Safe and Vibrant Communities Partnership.
- Launch the Area Plan

Timescale: months 6 - 9